Requirements for Self-Authorizing Officials

- Under DTS, there will be no "Blanket Travel Orders." Instead, individuals who would have traveled under blanket travel orders might be designated in writing as a "Self-Authorizing Official." They will also be assigned in DTS as a Self Authorizing Official. They must complete all the requirements of the Authorizing Official/Certifying Official (AO/CO).
- They will act as their own AOs, possibly with their own budgets, and will approve their own trip authorizations and verify fund availability from their budget allocation. They cannot approve an EFT Advance or Partial Payment on their Authorization. This must be routed to another AO for approval.
- Although these officials are given autonomy for approving their own travel arrangements, they *CANNOT* certify their own travel vouchers. Thus, although the procedures for self-authorizing officials differ from the non-DTS blanket travel orders, the results and internal controls remain in place. Self-authorizing officials should be designated in accordance with Service/Agency policies and procedures.

There are 4 steps that need to be completed to become a Self-Authorizing Official:

- 1. Complete a DD Form 577 with an appointment as a self-authorizing official.
- 2. Complete COL training (contact service representative for this information).
- 3. Create special routing list entitled "Self-AO" (see below).
- 4. Designate the person as a Self-Authorizing Official in the person's profile in DTS (see below).

Step 3

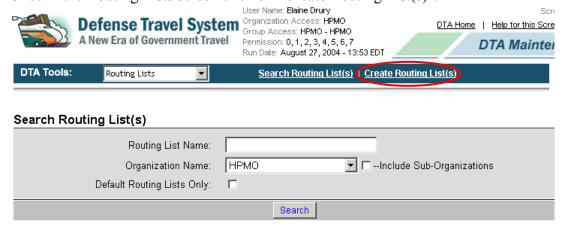
1. In order to create a specific routing list for the Self-AO, under the "Administrative" tab, select the "DTS Maintenance Tool".



2. Once you have entered the Maintenance Tool, select "Routing Lists" from the drop down menu.



- · You have the proper permissions to edit people
- · You have the proper permissions to edit lines of accounting (LOAs)
- · You have the proper permissions to edit permissions.
- 3. Once in the Routing Lists screen click on "Create Routing List(s)".



4. Enter the name of the new routing list in the "Routing List Name" field. In this case the new routing list will be named "Self AO". Select the correct "Organization Name" from the drop down menu. Do not make this the default routing list at this point. Click on "Save Routing List".



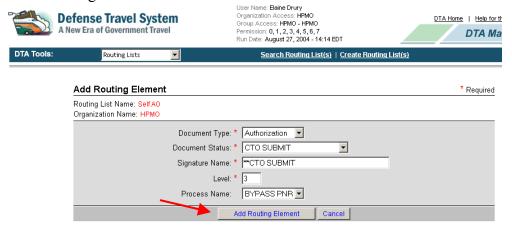
5. The appropriate elements must now be added to the routing list. Click on "Update."



6. Click on "Add Routing Element."



7. In the "Document Type" field select "Authorization" from the drop down menu. In the "Document Status" field select "CTO Submit" from the drop down menu. The signature name will be auto populated. Type "3" in the "Level" field. Select "BYPASSPNR" from the drop down menu in the "Process Name" field. Then select "Add Routing Element".



8. The first Routing Element has been added. Select "Add Routing Element" again.



9. In the "Document Type" field select "Authorization" from the drop down menu. In the "Document Status" field select "CTO Booked" from the drop down menu. The signature name will be auto populated. Type "4" in the "Level" field. Select "BYPASSPNR" from the drop down menu in the "Process Name" field. Then select "Add Routing Element".



10. The first and second routing element will be shown. Click "Add Routing Element" again.



11. In the "Document Type" field select "Authorization" from the drop down menu. In the "Document Status" field select "Approved" from the drop down menu. In the "Signature Name" field search for your own name. Type "25" in the "Level" field. The "Process Name" field will be blank, there is no process name. Then select "Add Routing Element".

	Defense Travel System A New Era of Government Travel	User Name: Elaine Drury Organization Access: HPMO Group Access: HPMO - HPMO Permission: 0, 1, 2, 3, 4, 5, 6, 7 Run Date: August 27, 2004 - 14:34 EDT	Screen ID: 7205 TA Home Help for this Screen Logor DTA Maintenance
DTA Tools:	Routing Lists	Search Routing List(s) Create Routing List(s)	
	Add Routing Element		* Required
	Routing List Name: SelfAO Organization Name: HPMO		
	Document Type: * Document Status: *		
	Signature Name: *	Elaine Drury Search Xorg Search	>
	Level: * Process Name:	2 5	
		Add Routing Element Cancel	

12. The routing list for the Self-AO has been created. Click "Save Changes."



13. The routing list is complete.

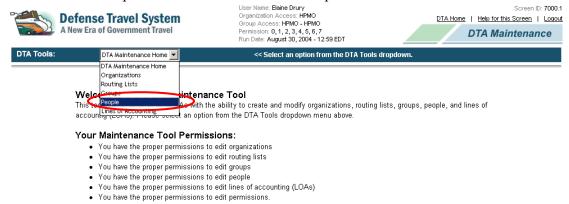


Step 4

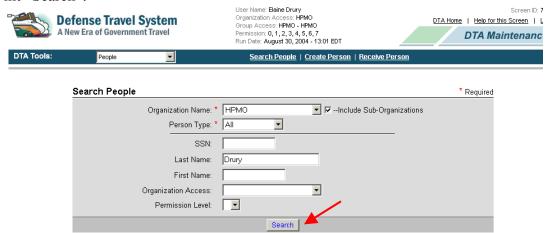
1. In order to utilize the newly created routing list the Self-AO needs to be designated. The default routing list within the Self-AOs profile needs to be changed to the newly created routing list. Select "DTA Maintenance Tool" from the "Administrative" tab.



2. Next choose "People" from the "DTA Tools" drop down menu.



3. Choose the correct organization from the drop down menu in the "Organization Name" field. Enter the social security number or the last name of the Self-AO. Then hit "Search".



4. Verify the person's name and click "Update".



5. Click "Continue"

DTA Tools:	People	▼	Search People Create Person Receive Person		
	Update Person			* Data Required	
	Opulate i craoni		SSN: 047000103	Data (Cequired	
			Is this person going to travel?: ★ F Yes C No		
			Continue Cancel		

6. Scroll down the "General Traveler Data" screen. In the "Routing List Name" field choose "Self AO" from the drop down menu. Select "Yes" in the "Self-AO Approval" field. Then scroll down the page and select "Save Changes".

Non-DTS Entry Agent (T-Entered): " C Yes © No

